

Stephen Brown (Chief Officer).

Orkney Health and Care.

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Agenda Item: 5.

Integration Joint Board

Date of Meeting: 22 March 2022.

Matters Arising Log from Meeting held on 15 December 2021

Matters Arising		Target Date	Lead Officer	Notes
1.	Medium and Long Term Financial Planning – report in early 2022.	June 2022	Pat Robinson	It is proposed to submit a paper to the Board in June 2022.
2.	Improving the Cancer Journey – update on progress to be submitted mid-2022.	June 2022	Shaun Hourston-Wells	It is proposed to submit a progress update to the Board in June 2022.
3.	ADP Delivery Plan – to be submitted on a regular basis to the Board to provide oversight and scrutiny.	March 2022	Katie Spence	Rather than being scrutinised by the Board, the ADP Delivery Plan should be reported through the Joint Clinical and Care Governance Committee, with assurance thereafter provided to the Board. This action can be deleted following the March 2022 Board meeting.
4.	Replacement system for PARIS.	March 2022	Stephen Brown	A new Systems Programme Board has been established to review PARIS and other systems and will work through options for future development.

Matters Arising		Target Date	Lead Officer	Notes
5.	CSWO's Annual Report – Numbers waiting to be assessed for home care.	March 2022	Jim Lyon	<p>Weekly data is now being routinely and contemporaneously gathered on Care at Home waiting lists. As at 11 March 2022, there were 25 people waiting.</p> <p>This action can be deleted following the March 2022 Board meeting.</p>

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	<p>Strategic Commissioning.</p> <ul style="list-style-type: none"> • Summary report provided evidence of commitment, innovation and collaboration to allow services to continue – how will potential to do things differently be captured? • Direction of Strategic Commissioning Programme Board. • Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft. 	June 2020.	June 2022.	Stephen Brown.	<p>The route map for the Strategic Commissioning Plan for the period 2022 – 2025 will start with:</p> <p>(1) Preparing a Joint Strategic Needs Assessment and Gap Analysis for August 2021, which will be presented to the IJB thereafter.</p> <p>JSNA approved at December 2021 Board meeting.</p> <p>(2) Communication and engagement with key stakeholders through the Strategic Planning Group and other stakeholder groups to identify priority areas.</p> <p>(3) With confirmation from the Board, the Strategic Planning Group will work on the detail of the implementation planning to develop a further draft.</p> <p>(4) Further communication and engagement.</p> <p>(5) Final approval during summer 2022.</p>
2.	<p>Set Aside – during 2019/20 financial year, work through six steps set out in statutory guidance to ascertain accurate budget figure.</p>	September 2020.	April 2022.	Pat Robinson.	<p>A Development Session for Set Aside was held on 1 February 2022. Following discussion, it was agreed that a report would be submitted to the June Board meeting regarding data on utilisation of bed days.</p> <p>As set aside has been delegated to the IJB, it is now included in the regular finance monitoring report and classed as business</p>

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					as usual. This action can be deleted following the March 2022 Board meeting.
3.	Direct therapeutic support for young people – as there is no specialist infant mental health provision to assist in assessing complex parent infant relationship issues in permanence and adoption work, what does the Board need to commission to meet those gaps.	February 2021.	June 2022.	Maureen Swannie.	
4.	Joint Clinical and Care Governance Committee – any points for consideration in the Terms of Reference to be sent to Steven Johnston and/or Emma West, NHS Orkney, to enable consideration in the refresh due in January 2022.	June 2021.	February 2022.	All officers and IJB Members.	See Action 11 below. This action can be deleted following the March 2022 Board meeting.
5.	Home First – consider single point of contact with Home First and Hospital at Home/ Hospital Without Walls project teams.	June 2021.	April 2022.	Lynda Bradford.	Hospital Without Walls is still at project development and therefore service not yet established. Will be considered as project further develops.
6.	Home First – evaluation of full year pilot.	June 2021.	April 2022.	Lynda Bradford.	An evaluation report will be presented to the Board in April.
7.	ADP Operational Framework – pilot for one year.	June 2021.	June 2022.	Katie Spence.	An evaluation report will be presented to the Board in June.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
8.	Distress Brief Intervention – monitoring how the service meets clients’ needs to be part of the Performance Framework.	June 2021.	December 2021.	Callan Curtis.	See Action 10 below. This action can be deleted following the March 2022 Board meeting.
9.	Distress Brief Intervention – full evaluation of pilot to be reported in due course.	June 2021.	June 2023.	Lynda Bradford.	
10.	Performance Management Framework – timescales for when core suite of performance indicators are to be reported on and by whom.	June 2021.	March 2022.	Callan Curtis.	Paper regarding extending remit of Audit Committee to become Performance and Audit Committee on agenda for March 2022 Board meeting. If approved, quarterly Performance Reports will be presented to that Committee. This action can be deleted following the March 2022 Board meeting.
11.	IJB Committees and Other Groups – Review of Terms of Reference	June 2021.	March 2022.	Stephen Brown.	On agenda for March 2022 Board Meeting. This action can be deleted following the March 2022 Board meeting.
12.	Performance Indicators – short life working group to be established to identify local performance indicators, within 3-6 month period.	June 2021.	March 2022.	Stephen Brown.	A series of reports have now been developed and will be built upon in line with the forthcoming Strategic Plan and associated priorities. This action can be deleted following the March 2022 Board meeting.
13.	Forensic Medical Examinations – update requested on work ongoing at national	October 2021.	March 2022.	Jim Lyon.	Update provided at December 2021 Board meeting.

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	level.				This action can be deleted following the March 2022 Board meeting.
14.	Promise Board – potential duplication of membership with other groups so decision required on establishment of separate Promise Board.	October 2021.	March 2022.	Jim Lyon.	The Divisional Commander of Police Scotland, Conrad Trickett, has agreed to Chair a Promise/Corporate Parenting Board and this is now being established. This action can be deleted following the March 2022 Board meeting.
15.	CAMHS – report to Board setting out progress against recruitment plans in respect of posts approved utilising additional funding.	October 2021.	June 2022.	Lynda Bradford.	A progress update will be presented to the Board in June.
16.	Climate Change Duties – Chief Officer to write to Scottish Government to ascertain if consideration had been given to integration authorities being exempt from reporting.	October 2021.	March 2022.	Stephen Brown.	Other Chief Officers have also written to the Scottish Government with similar concerns and received a similar response that it continues to be statutory duty and returns should be completed and submitted in accordance with legislation. This action can be deleted following the March 2022 Board meeting.

Regular Reports required

Report.		Frequency.	Notes.
1.	Update on Children's Services Inspection Improvement Plan.	Each cycle.	Last reported to December 2021 Board meeting.
2.	Proposed New Kirkwall Care Facility.	Quarterly.	Last reported to April 2021 Board meeting. Latest briefing issued on 24 February 2022. A progress update will be presented to the Board in June.
3.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2022.
4.	Chief Social Work Officer's Annual Report.	Annually, September.	Next due September 2022.
5.	Climate Change Duties.	Annually, by 30 November.	Next due November 2022.
6.	Records Management Plan.	Annually.	Next due by 1 December 2021. On agenda for March 2022 Board meeting.
7.	Winter Plan.	Annually.	Next due December 2022.
8.	Freedom of Information Policy and Publication Scheme.	Every 2 years.	Approved October 2020. Next review 2022.
9.	Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review 2022.
10.	Workforce Plan.	Every 2/3 years.	Approved December 2020. Next review December 2022.
11.	Risk Management Strategy.	Every 2 years.	Approved February 2021. Next review February 2023.
12.	Equality Outcomes.	Every 2 years.	Approved April 2021. Next review April 2023.

Report.		Frequency.	Notes.
13.	Equality Mainstreaming Report.	Every 2 years.	Approved April 2021. Next review April 2023.
14.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2021. Next review April 2023.
15.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
16.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023.
17.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review 2025.
18.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
19.	ADP Strategy	Every 5 years	Approved June 2021. Next review due early 2026.